

MILPERSMAN 1306-1502

ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES FOR CONVERSION AND RECALL TO THE FULL TIME SUPPORT (FTS) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN COM FAX	882-4556 (901) 874-4556 882-2673
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References	(a) COMNAVRESFORINST 1001.5E (b) OPNAVINST 6110.1H (c) NAVMED P-117, Manual of the Medical Department (MANMED)
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1. **Policy.** This article sets forth eligibility and application procedures for Regular Navy Sailors requesting conversion to the Full Time Support (FTS) program, and Selected Reservists requesting recall to active duty (ACDU) in the FTS program.

2. Eligibility Requirements for Selected Reserve (SELRES) Recall to ACDU in the FTS Program

a. Applicant must

(1) be a member of the SELRES at the time of application for FTS recall. Retired Sailors and Sailors of the Individual Ready Reserve (IRR) are not eligible.

(2) have satisfactory drill participation.

(3) be designated. Non-designated personnel are not eligible for FTS recall to ACDU.

(4) have completed all requirements to make rate permanent for all temporary rating reserve affiliation programs as per reference (a).

(5) have completed any mandatory drilling obligation (if applicable) per reference (a). New Accession Training (NAT) and National Call to Service (NCS) Sailors will be considered FTS Recall on a case-by-case basis.

(6) be able to meet the prescribed enlisted age limitations for continuation on ACDU per MILPERSMAN 1160-010 .

(7) meet physical readiness assessment standards per reference (b).

(8) meet requirements for reenlistment per reference (c), chapters 15 and 18,

b. SELRES currently mobilized or identified for mobilization may apply for recall in the FTS program, but normally will not be approved for FTS reenlistment until demobilized.

3. Eligibility Requirements for Regular Navy Conversion to the FTS Program

a. Applicant must

(1) be eligible to reenlist for 48 months without exceeding high year tenure (HYT) limitations outlined in MILPERSMAN 1160-120.

(2) have completed a minimum of 24 months on board current command before submission of application.

(3) not be in receipt of permanent change of station (PCS) orders.

(4) complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB). Applicant may be approved for FTS conversion if currently serving under an SRB, but may not reenlist in the FTS program until the full term of obligated service (OBLISERV) has been completed.

(5) be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS). If EAOS and PRD don't match, recommend applicant submit a request to the appropriate detailee to align PRD and EAOS before submitting application.

(6) meet physical readiness assessment standards per reference (b).

(7) meet requirements for reenlistment per reference (c), chapter 15,

b. Regular Navy Sailors must also meet Perform To Serve (PTS) requirements, per guidance in MILPERSMAN 1440-060. First term Sailors (undesignated Sailors and Sailors serving in an

initial enlistment or extension of first enlistment) must have received an "In-Rate" approval via PTS before submitting application for conversion to FTS. **NOTE:** First term Sailors may submit for conversion to the FTS program via PTS applications. Contact command career counselor (CCC) for further guidance.

4. Application Procedures

a. **Required Documentation.** Sailor submits NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request, to Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch (PERS-913) via the commanding officer (CO). In the "Reason for Request/Amplifying Information/Other Request" block of NAVPERS 1306/7, Regular Navy Sailors will indicate **FTS Conversion**; Selected Reservists will indicate **Recall to Active Duty in the FTS program**. Also indicate any change of rate request as applicable.

b. Command endorses the application (see Exhibit 1) and forwards with the following enclosures:

(1) Copies of applicant's NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record, for the last 3 years.

(2) Copies of current Physical Fitness Assessments (PFA) (last three test cycles) from the Physical Readiness Information Management System (PRIMS).

(3) Copies of applicant's DD-214s (Rev. 02-00), Certificate of Release or Discharge from Active Duty (if applicable).

(4) Copies of NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History, or equivalent (Electronic Personnel Data Summary).

c. Navy recruiters may forward applications, in lieu of the CO, for individuals not currently serving onboard an ACUD command (e.g., terminal leave or temporary duty (TEM DU) for separation) if the applicant meets the requirements in paragraph 3. Recruiters may assist other ACUD Sailors with their request for FTS conversion; however, such requests must still be submitted to NAVPERSCOM (PERS-913) via the applicant's CO.

5. **Approval or Disapproval of FTS Request.** NAVPERSCOM (PERS-913) will notify applicant of adjudication in writing, via Navy message to Sailor's command. Approval messages will provide the specific dates authorized for reenlistment and the procedures

for reenlistment. Disapproval messages will state the reasons for disapproval.

6. **Order Writing Authority.** NAVPERSCOM, Full Time Support Division (PERS-4012), enlisted FTS detailing, is the order writing authority for Sailors approved for conversion or recall to ACDU in the FTS program. Sailors should contact the appropriate FTS detailer for discussion of assignments after receiving an approval message.

7. **Declining Conversion or Recall to ACDU.** Commands will notify NAVPERSCOM (PERS-913) if a Sailor approved for conversion or recall decides to decline to reenlist into the FTS program.

8. **Processing Procedures.** Applicants who accept conversion or recall to ACDU in the FTS program will be processed as follows:

a. Regular Navy Sailors who convert to FTS will reenlist for 4 years.

b. Selected Reservists who

(1) have more than 48 months remaining on their current enlistment contract will recall to ACDU via NAVPERS 1070/622 (Rev. 08-07), Agreement to Recall or Extend Active Duty for 48 months as indicated in the recall authorization message.

(2) do not have 48 months remaining on their current enlistment contract at the time of recall to ACDU will reenlist via NAVPERS 1070/601 (Rev. 1-00), Immediate Reenlistment Contract, for 4 years, completing the Reserve Active Duty Obligation (RADO) block to reflect 48 months.

9. **Administrative Reduction in Rate.** Applicants who have been approved for conversion or recall into the FTS program at a lower paygrade will need to voluntarily accept an administrative reduction in rate. Sailors will sign NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, entry per Exhibit 2, acknowledging their reduction in rate.

10. **Availability Processing for FTS Personnel.** Per MILPERSMAN 1306-1718, commands must submit an availability report for enlisted FTS conversion/recall to NAVPERSCOM (PERS-4012).

11. **Assignments**. Assignments are dependent upon needs of the Navy, the Sailor's desires, and consistent with normal sea/shore rotation tour lengths. Per MILPERSMAN 1306-110, enlisted FTS personnel will submit Enlisted Duty Preference using the Career Management System (CMS) online, <https://www.cmsid.navy.mil>.

EXHIBIT 1

COMMANDING OFFICER'S ENDORSEMENT FOR
NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST
(Use the proper letter format containing the following.)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON FULL TIME SUPPORT (FTS)
CONVERSION (REGULAR NAVY) OR RECALL TO ACTIVE DUTY
(SELECTED RESERVE) REQUEST ICO

Ref: (a) MILPERSMAN 1306-1502

Encl: (1) Copies of applicant's NAVPERS 1616/26 (Rev. 3-02),
Evaluation Report and Counseling Record,
for the last 3 years
(2) Copies of current Physical Fitness Assessments (PFAs)
(last three test cycles) from the Physical Readiness
Information Management System (PRIMS)
(3) Copies of applicant's DD-214s (Rev. 02-00),
Certificate of Release or Discharge from Active Duty
(if applicable)
(4) Copies of NAVPERS 1070/604 (Rev. 7-91),
Enlisted Qualifications History, or equivalent
(Electronic Personnel Data Summary)

1. Per reference (a), enclosures (1) through (4) are provided.

2. (Commanding officer (CO) comments on Sailor's performance and potential as an FTS Sailor. Comment on all performance trait marks 1.0 or 2.0, nonjudicial punishments (NJPs), civilian convictions, and drug abuse.)

3. The following information is provided:

a. Sailor's active duty service date (ADSD): _____
(For Regular Navy personnel.)

b. Date Sailor is available for conversion or recall to active duty: _____

c. Sailor's total military service: active _____ / inactive _____

d. Sailor's date of birth (DOB): _____

e. Sailor's permanent/effective date of rate: _____

f. Sailor participated in the (active/inactive) (mm/yy) advancement examination. Status of selection for advancement: (Indicate selected for advancement or frocked. If frocked, give date of advancement to next paygrade, if known. Sailors selected for advancement may not be eligible for advancement as United States Navy (USN) Full Time Support (FTS). Contact Navy Personnel Command (NAVPERSCOM), Reserve Career Progression Branch (PERS-812) for a preliminary determination of advancement using USN (FTS) final multiples and advise Sailor before forwarding Sailor's request.)

g. Selected reenlistment bonus (SRB). (Indicate if Sailor is receiving an SRB and provide date that SRB obligated service (OBLISERV) will be completed. For Selected Reserve (SELRES) personnel receiving SRBs, contact Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) to begin recoupment procedures.)

h. Date of United States Navy Reserve-Ready (USNR-R) affiliation: _____

i. Sailor (will/will not) accept administrative reduction in rate to enlist in the FTS program.

j. Complete mailing address to which recall authority should be mailed; and name, telephone number, facsimile number, and E-Mail address of point of contact (POC) (should match the POC on NAVPERS 1306/7).

Commanding Officer's Signature

NOTE: Not all paragraphs may be applicable. Mark paragraphs that are not applicable **N/A**.

EXHIBIT 2

REDUCTION IN RATE STATEMENT OF AGREEMENT
(NAVPERS 1070/613, Administrative Remarks)

Date: It has been explained to me that my application for (conversion/recall to active duty) in the FTS Program as a (paygrade/rating) cannot be approved. Current policy restricts the number of reenlistments for (paygrade) in certain over-manned ratings. I, therefore, voluntarily accept an administrative reduction to (paygrade/rating) in order to qualify for reenlistment into the FTS Program. I acknowledge that this reduction is permanent, and that I cannot petition for reinstatement at a future date. I also understand that future advancements will be in strict accordance with instructions, procedures, and limitations that may be in effect at that time. For the purpose of computation of final multiple only for advancement to _____ my time-in-rate (TIR) date has been established as _____.

AUTHORITY: COMNAVPERSCOM MSG DTG _____.

Sailor's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer